



JOB ANNOUNCEMENT

1 Proofreader Position Opening

Posting Date: May 2, 2012

Closing Date: May 11, 2012

The Office of the Code Reviser is a nonpartisan legislative office and the official bill drafting office of the legislature, which provides a central bill drafting service for legislators, legislators-elect, legislative committees, joint committees, the governor, state elected officials, and agencies.

Job Description Summary:

- Proofreading bill drafts, initiatives, amendments, etc.
- Partner with an experienced proofreader and work under the demands and time constraints of a legislative session.

Essential Skills:

- High school diploma or equivalent.
- Ability to work closely with a proofing partner, to read out loud to your partner, and to listen as your partner reads to you.
- Good spelling, English, and grammar.
- Must be available to work mandatory overtime for two to four months of the year during the legislative session.

Salary & Benefits:

Full-time exempt position includes vacation; sick leave; paid state holidays; retirement; health, life, and other optional insurance. Starting salary is \$2,427 to \$2,599 per month, depending on qualifications.

Application Process:

Those interested in this position may apply by submitting a letter of interest specifically addressing the qualifications listed in this announcement, a current resume, and a minimum of 3 professional references to Marian.O'Sullivan@leg.wa.gov with the position name as the subject. Information may also be sent via U.S. Mail to the following address by May 11, 2012:

Office of the Code Reviser
Attention: Marian O'Sullivan
P.O. Box 40551
Olympia, WA 98504-0551